

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS - AIRPORT, DPW AND PARKS, RECREATION & RAILROAD

DATE: FEBRUARY 2, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY
CONOVER
WOOD
TAYLOR
FRASIER
DICKINSON
MASON

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
MONROE

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
PAUL BUTLER, DIRECTOR OF PARKS, RECREATION & RAILROAD
ROSS DUBARRY, AIRPORT MANAGER
REPRESENTING THE SARATOGA NORTH CREEK RAILWAY (SNCR):
ED ELLIS, PRESIDENT OF IOWA PACIFIC HOLDINGS, LLC
STEVE TORRICO, SNCR GENERAL MANAGER
DAVID SIMPSON, CONSULTANT
REPRESENTING THE TOWN OF CORINTH:
DICK LUCIA, SUPERVISOR
LYNN SCHWARTZ
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS LOEB
STRAINER
THOMAS
JULIE PACYNA, PURCHASING AGENT
TONY HALL, LAKE GEORGE MIRROR
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Public Works Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Paul Butler, Director of Parks, Recreation & Railroad, who distributed copies of his meeting agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

In connection with the first agenda item listed, Mr. Butler announced that representatives of the Saratoga North Creek Railway (SNCR), and its parent company Iowa Pacific Holdings, LLC, were in attendance to address the Committee relative to a proposal for capital upgrade improvements to the rail line and a cost sharing plan to implement them; he then introduced Ed Ellis, President of Iowa Pacific Holdings, LLC, and David Simpson, Consultant for Iowa Pacific Holdings, LLC.

After thanking the Committee for their time and attention and making some complimentary statements about the area, Mr. Simpson proceeded with a powerpoint presentation which included a year-end reporting for SNCR operations in 2011 and information outlining the rail line upgrade and cost sharing proposal presented. *Copies of both the powerpoint and proposal outline are on file with the minutes.* During his presentation, Mr. Simpson indicated that the proposed upgrades to the line would be over and above what was considered to be ordinary repairs and maintenance and would extend the useful life of the tracks by installing new industrial grade railroad ties, 1,700 feet

of replacement rails, ballasting and surfacing 84,000 feet of track to improve passenger ride quality and dramatically reducing the prospect of short-term slow orders, and improving grade crossing components at some crossing locations. He said these upgrades would require a new investment of approximately \$1 million which they hoped Warren County and the Town of Corinth would partner with them in making possible by foregoing the excess rental payments SNCR had agreed to pay in their Operator Contract until a 50% contribution of \$500,000 was reached, at which point excess revenue payments would resume as per the Contract terms. Mr. Simpson stated that given the current ridership figures and their reasonable assumptions as to increased ridership, he was confident that the County/Town match would be met prior to the expiration of the Operator Contract term.

Paul Dusek, County Administrator, questioned what would happen if the \$500,000 investment was not met by the County and the Town of Corinth prior to the Contract expiration and Mr. Ellis responded that language could be included in the agreement to clarify that no cash payments were expected from the County/Town and stating that they were only expected to forgive the excess revenues based on ridership figures. He added that he hoped SNCR was providing the kind of services desired and that the County/Town would be in favor of renewing the Railroad Operator Contract when it expired.

Mr. Taylor questioned whether the Public Works Departmental budget would be maintained if the proposed agreement was accepted and Jeffery Tennyson, Superintendent of Public Works, replied affirmatively, noting that the Budget only accounted for the guaranteed annual payment from SNCR and did not include any excess payments based on revenues received. Mr. Tennyson clarified that the Railroad Operator Contract guaranteed that the County and Town would receive 6% of the gross revenues generated annually, with a minimum guaranteed payment of \$81,958; he added that as per the current agreement between the County and Town, the excess revenues received would be contributed to a fund that would be retained to cover expenses related to major infrastructure damages not covered under the Railroad Operator Contract. Mr. Tennyson concluded that by accepting the proposal presented, they would be prevented from contributing excess revenues to the fund, but there would be no additional cost or budget impact to the County/Town.

Mr. Ellis pointed out that SNCR had assumed a number of expenses previously funded by the County/Town, representing a value to them in the range of \$140,000 annually, of which \$81,958 was presented in cash form while the rest was gained through budget savings. Mr. Dusek advised this was a correct assessment as SNCR had assumed property tax costs and other expenses previously funded by the County/Town.

Dick Lucia, Supervisor for the Town of Corinth, pointed out that some of the initiatives addressed in the capital upgrade were things that would have been necessary eventually and Mr. Ellis confirmed this. Mr. Tennyson said that most of the work listed was for track upgrades and he asked if they planned to make any improvements to the existing bridge structures. Mr. Ellis responded that they would only be working on the bridges to the extent that it applied to the tracks; for instance, he said, when putting in the new railroad ties if they discovered there were insufficient ballasts at the bridge approaches, ballasts would be added and the tracks surfaced in that area which would prolong the life of the bridge. Mr. Ellis said that they did not intend to make any improvements to the structures themselves; however, he added, as per Federal Railroad Administration (FRA) bylaws, they were required to undergo bridge inspections annually and if deficiencies were detected, they were required by contract to correct them. Mr. Ellis advised that the reserve fund previously cited by Mr. Tennyson would only come into play in the event of a catastrophic bridge failure, but noted there was a mechanism in the Railroad Operator Contract which called for all involved parties to meet and determine how the repairs could be funded or whether they would be at all. He said it was important to remember that SNCR carried insurance coverage for all of the structures incorporated in the rail line, which was not the case with the previous Operator. Mr. Tennyson stated that major washouts estimated at over \$50,000 to repair were another incident to be considered as a catastrophic loss that would require discussion amongst the involved parties as to funding repairs as there was no obligation for any party to repair damages in excess of that amount. Mr. Ellis noted that there had been some washout issues following

Tropical Storm Irene that SNCR had repaired at their own cost.

When questioned as to how soon a decision was necessary on the proposal to begin work, Mr. Ellis advised that they did not need to begin the work in the upcoming spring season and could delay it until the fall. He added that he would prefer for the Committee to take the time they needed to fully consider the issue before making a decision.

Following further discussion on the matter, it was the consensus of the Committee that the issue would be tabled for further consideration at the next Committee meeting.

Resuming the agenda review, Mr. Butler noted that Steve Torrico, SNCR General Manager, was in attendance and he asked him to provide the Committee with an update on operations. Mr. Torrico pointed out that the powerpoint presentation provided by Mr. Simpson had included all of the statistical information available on ridership and revenue figures and he had nothing to add. He advised that SNCR was making forward progress on the repairs to the White House in North Creek which they would be using for much needed office space.

There being no questions for Mr. Torrico, Mr. Butler announced that the next agenda item pertained to the Railroad Public Authority issue, which he asked Mr. Dusek to explain. Mr. Dusek reminded the Committee that a request for the necessary legislation to authorize the Authority had been submitted for review in the Legislative Session ending in June of 2011; however, he said, it had not been approved because the State Legislative Committee had desired more time to review it. He said a letter had subsequently been sent to the Committee Chairman detailing why the Authority was necessary and although he had not heard anything negative on the request, the State was still hesitant to approve it. Mr. Dusek cited the institution of an Authority for the Railroad as being a positive for the County and Town of Corinth because, as with independent corporations, it would provide liability and financial protection for both municipalities. He said that since the increased railroad operations had begun, he had been very concerned with the increased liability exposure posed to both municipalities as the train passed through a number of highway crossings and carried a large number of passengers; additionally, he noted, there was the possibility of train derailment to consider. Mr. Dusek stated the Authority would provide administration for the railroad, as well, allowing members to be appointed at the pleasure of the municipalities to serve on the associated Authority Board. He advised that current laws would make the Board very transparent, so there would not be any issues with very high salaries being attributed to these positions as had happened with other Authorities in the past. Mr. Dusek stated that the Authority would serve primarily as a liability and administrative tool and he envisioned the Authority Board to be a group of people able to develop a certain level of expertise enabling them to run an administrative program and report to the municipalities on a regular basis, alleviating the County and Town of Corinth from these duties. He concluded that he highly recommended the establishment of an Authority and hoped that, if approved by the Public Works Committee, the State Legislature would look upon the request favorably in their upcoming session.

Mr. Taylor stated that he had some experience with the Glens Falls Housing Authority and noted that its development had been beneficial, alleviating the Common Council of a number of responsibilities. He said he assumed the railroad Authority would be set up in the same manner and Mr. Dusek advised that it would be. Mr. Dickinson questioned whether the SNCR proposal would have been presented to the Public Works Committee if an Authority had been in effect and Mr. Dusek responded that it likely would have been because the proposal incurred a financial obligation to the County/Town. He said that routine administration and maintenance issues would be addressed by the Authority without the need for any Committee input. Mr. Dusek apprised that the legislation proposed would institute the Authority itself, but there would be supplemental agreements between the Authority, Warren County and the Town of Corinth pertaining to how it would be run and addressing any concerns as to what business should come before the municipalities.

Mrs. Wood questioned what affect the Authority would have on property tax revenue and Mr. Dusek replied that

the Legislative parties had initially been concerned with the impact that might be caused by the loss of tax revenues in some of the municipalities that were receiving them; therefore, he said, he had revised the requested legislation to provide that the same tax structure currently in place would remain. Mr. Dusek pointed out that there were also some tax exemptions in place, such as those that allowed Warren County to refrain from paying taxes on municipally owned property and they would also remain. He advised that by maintaining the current tax structure, they would eliminate the need to seek the approval of all the school districts and towns involved.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve a request for Home Rule Legislation relating to the enactment of Senate Bill No. S.5670 and Assembly Bill No. A.8267 for the development of a Railroad Authority and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request, as well as Senate Bill No. S.5670 and Assembly Bill No. A.8267, are on file with the minutes.*

Resuming the agenda review, Mr. Butler presented a request to lower the insurance aggregate limits required in connection with the railroad right-of-way (ROW) private use licensing agreement held with the VFW (Veterans of Foreign Wars) Hudson-Sacandaga Post No. 5836 from \$3 million to \$2 million in order to reduce their insurance costs. He reminded the Committee that this item had been discussed at a prior meeting, following which the Committee had decided to refrain from making a decision on the matter until counsel could be sought from the County's insurance carrier. Mr. Butler apprised that the VFW currently used a small portion of the railroad ROW for parking purposes. Martin Auffredou, County Attorney, interjected that he had reviewed the terms of the agreement and discussed the matter with Jack Bieniek, of Cool Insuring Agency, Inc., who served as the County's insurance broker, before making his determination that the lower level of insurance coverage requested was adequate and that the County would be safely justified in granting their approval.

Motion was made by Mr. Dickinson, seconded by Mr. Conover and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Butler announced that the next agenda item pertained to an update on the Trout Lake access issue, which he asked Mr. Auffredou to comment on. Mr. Auffredou said that pursuant to discussions with Mr. Tennyson and review of historical documentation on this issue, it was his understanding that the issue at hand was whether the County had any obligation to provide public access to Trout Lake. He apprised that he had reviewed Court orders issued in the 1960's and 1980's and could not find any indication that the County was required to provide for such access. He added that the Court order from the 1960's obligated the County to place boulders along the access path at a designated distance to discourage vehicle use in the area, as well as to provide maintenance for the boulders to the extent that it was required, and he believed those obligations had been met. Mr. Auffredou noted that he had also discussed his findings with Patricia Nenninger, First Social Services Attorney, who had been researching this issue for some time and she agreed with his assessment. He said this issue was being carried as a pending item for the Department because the matter seemed to keep arising as a point of public inquiry, but he felt this decision should bring the matter to a close. Mr. Tennyson pointed out that the agenda included a copy of the email received from the NYSDEC (New York State Department of Environmental Conservation) indicating that they would not be using Trout Lake as a fish stocking point for 2012, but would consider adding it for their 2013 stocking plans; he added that Mr. Butler would continue to work with NYSDEC representatives and encourage them to proceed in this direction. With respect to Mr. Auffredou's finding on the access point issue, Mr. Tennyson said that he had been working with Mrs. Nenninger on the matter for some time and agreed that the County had no obligation to provide access.

Mr. Bentley noted that inquiries on the matter continued to be made by sportsmen's groups seeking access to launch canoes into Trout Lake. He apprised that at some point, posts had been placed in the middle of the path leading to the Lake which made portaging very difficult as the canoe had to be lifted over ones head to reach the water.

Following further discussion on the matter, it was the consensus of the Committee that Mr. Auffredou should forward a letter to the inquiring parties, noting his findings that the County had no obligation to provide for public access to Trout Lake.

Moving on, Mr. Butler stated that the next agenda section consisted of informational items under the Items of Interest section, which he asked the Committee members to review at their leisure. He pointed out that there had been a decrease in the number of New York State snowmobile registrations submitted for the current season as opposed to the prior year and he said he would assume this was due to the lack of snow. Mr. Butler added that he would anticipate a commensurate reduction in the amount of State funding received for the snowmobile clubs as the amounts received were based on snowmobile registrations.

Mr. Loeb noted a decrease in attendance figures for the Up Yonda Farm and he questioned whether this was due to lesser school field trip attendance. Mr. Butler replied that the decrease was associated primarily with the loss of personnel at the facility, due to budgetary constraints, which decreased the number of programs they were able to offer. He stated that they were doing very well considering the limited staffing levels and were trying to provide more outreach programs to increase revenues to the facility. Mr. Tennyson added that they were receiving high attendance for the programs provided, but the programs were fewer in number than what had been held in the past. He noted that over the last three years, funding to the Up Yonda facility had been limited to only that which was provided by the Up Yonda trust, and those amounts had also decreased, due to the economy. Mr. Butler advised that although the facility was closed on weekends, the Up Yonda staff extended themselves and adjusted their work schedules to provide programs during the weekends when an interest was presented.

The agenda review was concluded with a review of Referral Items, as follows:

1. Mr. Tennyson noted that discussion on the Trout Lake access point had been held earlier in the meeting and since the issue was resolved, it could be removed from the Referral List;
2. No update was provided relative to the Committee's request for the County Attorney's Office to research property owned jointly by Warren County and the Town of Johnsbury to determine whether sale or transfer of said property to the Town of Johnsbury was appropriate;
3. A meeting had been scheduled with Tanya Tobias-Tomas for February 13th to further discuss her concerns relative to increased operation of the railroad, Mr. Tennyson apprised. He said he would provide the Committee with an update on the matter at their next meeting;
4. No update was provided relative to the request submitted by SNCR for use of high rail vehicles and equipment which had been referred to the County Attorney's Office for review; and
5. Mr. Tennyson noted that the Committee had previously approved the request from the Hudson-Sacandaga VFW Post No. 5836 to reduce insurance coverage limit requirements and, as such, he asked that the item be removed from the Referral List.

There being no further Parks, Recreation & Railroad business to discuss, privilege of the floor was extended to Ross Dubarry, Airport Manager, who distributed copies of the Airport agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

As this was his first Committee meeting, Mr. Tennyson introduced Mr. Dubarry to the Committee, noting that his

tenure as Airport Manager had begun on December 19, 2011 and he was already doing great things at the facility and they were very happy to have him on board.

Proceeding with the agenda review, Mr. Dubarry announced that the first item listed consisted of a request for a new agreement with the Adirondack Balloon Festival to authorize use of the Airport property for their 2012 Balloon Festival event which was scheduled to be held on September 20 - 23, 2012; he added that this was the standard agreement approved annually.

Motion was made by Mrs. Wood, seconded by Mr. Taylor and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Dubarry stated that the next agenda item referred to a request for a new agreement with the SunKiss Balloon Festival to authorize use of the Airport property for their Balloon Festival event, scheduled to be held on July 6 - 8, 2012. He noted that the terms of the agreement would be consistent with those approved for the Adirondack Balloon Festival regarding permitted use, insurance requirements and all other relevant provisions as determined by the Committee. Mr. Dubarry said this would be a new event for Warren County and he pointed out that a schedule of events had been established for the Festival and was included in the agenda packet.

Mr. Tennyson apprised that he had been approached by the SunKiss Balloon Festival organizers about a month ago on the issue and several meetings had been held since in an effort to determine how best to accommodate the event at the Airport. He said the SunKiss Balloon Festival was much smaller in scale than the Adirondack Balloon Festival and would be conducted completely on property outside of the Airport fence, with all parking being provided by a private landowner across the street. Additionally, Mr. Tennyson advised that only brief shutdowns of the Airport runways would be required during the launch windows as opposed to the complete shutdown of the Airport that was required for the larger Adirondack Balloon Festival. He said they had reached out to the Pilot's Association and the Fixed Base Operator (FBO), Rich Air, to advise of the possible event and further meetings would be held to advise of the restricted runway use times during the event which they felt would cause only a minor impact. Mr. Tennyson then introduced Todd Monahan, one of the SunKiss Balloon Festival organizers, who was in attendance to provide further information on the event.

Mr. Monahan said the SunKiss Balloon Festival had been held during the fall at the Kingswood Golf Course in Hudson Falls, NY for the past three years. He explained that they sought to move the event to the summer season to ensure better ballooning weather, as there was typically less rain and wind to deal with, as well as to attract greater attendance levels during the summer tourism season. Mr. Monahan stated that he was a pilot himself, as well as a big advocate of the aviation field, and therefore sought to impact Airport operations as little as possible with this event; he added that runway shutdowns would only be required during the launch periods, which he anticipated to be from 5:30 a.m. to 8:30 a.m. and 6:30 p.m. to 8:30 p.m. Mr. Monahan said they intended for each balloon pilot to carry an aircraft radio in order to allow communication with any aircraft that happened to be in the area, further ensuring safety during the event. He stated that he had attended many successful ballooning events around the world, both small and large, and the one consistency was that the attendees, old and young, loved the balloons. Mr. Monahan said the SunKiss Balloon Festival was a relatively small event, with approximately 30 typical hot air balloons and 4 shape balloons. He apprised that he had reached out to Mark Donohue, President of the Adirondack Balloon Festival, who was supportive of the SunKiss Balloon Festival being held at the Airport and they had discussed possibly joining forces for advertising purposes for both Festivals.

Mr. Taylor questioned whether all of the balloon pilots were licensed and Mr. Monahan replied affirmatively, stating that both private and commercial pilots were required to be licensed and standardized by the FAA (Federal Aviation Administration). In response to a second question posed by Mr. Taylor relative to attendance and traffic concerns, Mr. Monahan advised that for prior events, the Queensbury Fire Department had assisted in parking cars and the events had been staged to include a "Morning Moon Glow" at 5:00 a.m. to alleviate traffic congestion. He added that they were not seeking staffing or financial assistance from the County as they would use their own volunteers to direct parking and set up any necessary signage, cones, vendor spacing and fencing. Mr. Monahan said that they intended to bring in portable restroom facilities for the event at their own cost, as well.

Mr. Conover noted that the availability of parking was a major program element for the Adirondack Balloon Festival and he noted that the Schedule of Events provided in the agenda indicated that they would incorporate various programs, demonstrations and vendors aimed at drawing attendance. He said that he was unsure the available parking would be sufficient for the event and also had concerns about possible traffic congestion and any cost to the County that could be related to this event.

Mr. Tennyson said that Mr. Monahan had previously eluded to a planing process that would allow them to stagger their events to lessen traffic congestion issues. Additionally, he said they did not perceive this to be as massive an event as the Adirondack Balloon Festival, so the traffic issues would not be comparable. Mr. Tennyson said they had committed to placing the same directional signage used during the Adirondack Balloon Festival to point attendees towards the Airport, but this would be done during regular working hours so as not to incur any overtime costs. Because the event was of a smaller scale than the Adirondack Balloon Festival, Mr. Tennyson said he felt the private property available for parking would be adequate. He stated that the only financial impact to the County he foresaw would be related to the need for pedestrian crossing control during launch times and he had already spoken with the Sheriff's Office to advise their assistance would be required. Mr. Tennyson expounded that although he and Mr. Dubarry had not developed a plan for the event, he would assume that one Airport staff member would be present at least during the early morning for the initial influx of vendors and visitors to make sure everything was going as planned, as well as to lift the runway shutdown order if inclement weather prevented the balloons from taking off. He continued that he would expect direct staff involvement only during launch times, if the event seemed to be proceeding as organized; he added that Rich Air staff would be on site from 7:00 a.m. to 7:00 p.m., during their normal operating hours, to provide further monitoring assistance during the event. Mr. Tennyson stated that access permits would be issued for the Rich Air and Airport Café staff, as well as any necessary Airport staff and general aviation customers, to travel onto the gated Airport grounds during the event. He noted that aviators with aircraft housed at the Airport would be able to reach their planes, move and fuel them, but would not be able to take off or land during the runway shutdown times. Mr. Tennyson stated that unlike the Adirondack Balloon Festival, the SunKiss Balloon Festival would be held entirely on the land side of the Airport, outside of the terminal gates, so the only possibility of damage would be causing ruts in the property which would have no effect on Airport or runway operations.

Mr. Conover commented that while he was not opposed to this event, he did not feel they should automatically approve it just because the property was available. He said he wondered if a precedent was being set that would lead other events to seek use of the Airport property, and noted there were also the opinions of neighboring homeowners and businesses to consider when scheduling these types of events. Mr. Conover stated that they should carefully consider the possible effects before granting approval. Mr. Tennyson responded that only aviation related events were allowed at the Airport, a number of which were held each year. Mr. Dubarry concurred that FAA grant assurance prevented the Airport property from being used for any non-aviation related purposes.

Mr. Dusek stated that he had received a letter from Rich Schermerhorn, of Rich Air, citing concerns about reducing air traffic over the July 4th holiday when the SunKiss Balloon Festival was scheduled and he wanted to be sure the Committee was aware of these issues. He added that he understood these concerns as the morning and evening time frames cited for runway closure seemed to coincide with times that people might want to fly in or out of the Airport during the holiday weekend. Mr. Tennyson said he was disappointed to see this letter as a very positive meeting had recently been held with Rich Air staff where these concerns had not been raised. He asserted that Rich Air operations, which took place from 7:00 a.m. to 7:00 p.m., would be minimally affected by the launch periods indicated, overlapping by only an hour to an hour and a half in the morning and evening. He said they had discussed the importance of outreach measures with the Rich Air staff in order to notify normal jet traffic clientele of the limited runway access on these days so that their flight schedules, which were typically determined in advance, could be adjusted accordingly. Mr. Tennyson advised that notifications would also be provided to the general aviation population to apprise them of the closures. Following these discussions, he said both parties had seemed satisfied they had done everything they could to provide advance notice to mitigate the impact to Rich Air and the aviation community. Mr. Tennyson noted that the FBO lease agreement with Rich Air allowed for runway shutdowns such as these, although currently, the only shutdown scheduled currently was for the Adirondack Balloon Festival. He said they had met with Rich Air to address concerns and would continue to work with them moving ahead to ensure that they were doing everything they could to address them.

Mr. Strainer questioned what insurance provisions would be required of the balloonists and Mr. Monahan advised that each would be required to list Warren County as an additional insured on their insurance policy and a special event insurance policy would also be secured. Mr. Strainer then questioned whether there was a standard amount of coverage required for special events and Mr. Dusek replied that the SunKiss Balloon Festival would likely be expected to carry the same insurance coverage provisions as the Adirondack Balloon Festival and Mr. Auffredou agreed.

Returning to the issue of parking, Mr. Strainer asked how many cars could safely be parked on the private property available and Mr. Monahan estimated 700 cars could be placed. Mr. Strainer then inquired whether a parking fee would be assessed during the event and Mr. Monahan advised that the property owner had agreed to either lease the property to the SunKiss Balloon Festival during the event, or collect a per car parking fee themselves; he added that if a per car fee was charged, he believed it would be the same as the one charged for parking during the Adirondack Balloon Festival, which was \$5. Mr. Strainer noted that the July 4th weekend was a very busy time for the area and the event might draw more attendees than anticipated, leading to a lack of parking. Mr. Tennyson responded that an overflow parking scenario could be developed to address this issue, if necessary; he added that they would need to review the property to estimate the maximum parking capacity available and determine the options available for additional parking.

Mr. Mason asked if the SunKiss Balloon Festival was a not-for-profit event and Mr. Monahan replied that due to their small size, they were currently operating under an LLC (limited liability corporation) designation. Mr. Mason stated that because this was a for profit event, they should consider including a fee for use of the property in the agreement documents, noting that subsequent to the event they could review the financial documentation to analyze whether it had made a profit. He concluded that while he agreed this was a good event for the area and should be encouraged, it should not incur an expense to Warren County.

Mr. Bentley cited that the increase in sales tax revenues received during the event would provide compensation to the County and Mr. Mason advised that this could also be addressed in the agreement to offset some or all of the use fees proposed. Mr. Taylor interjected his concern that since a fee was not charged to the Adirondack Balloon

Festival for use of the Airport property during their event, it would not be fair to do so for this one.

Following further discussion on the matter, motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried by majority vote to approve the request for a new agreement with the SunKiss Balloon Festival, contingent upon the development of a better parking plan and the appropriate contracts in a form approved by the County Attorney's Office, with Messrs. Conover and Mason voting in opposition, and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Resuming the agenda review, Mr. Dubarry presented a request for authorization to provide reimbursement in the amount of \$202.50 to Carol's Airport Café for the annual inspection of the County-owned Ansul fire suppression system located in the Café kitchen. He explained the although this inspection was traditionally provided for by the County under a contract with B-Lann Equipment Co., Inc., the Café operators had unknowingly hired New York Fire & Security to perform the inspection at a cost of \$218.92. Mr. Dubarry advised they were only at liberty to provide refunds in the amount that B-Lann Equipment Co., Inc. would have charged, which was \$202.50, and he noted that the Café operator was willing to forgo the difference in cost.

Motion was made by Mr. Conover, seconded by Mrs. Wood and carried unanimously to approve the request to provide reimbursements in the amount of \$202.50 to Carol's Airport Café and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Dubarry announced that the next agenda item included a request for a new contract with C&S Companies, Inc. to perform a review appraisal of the Forest Enterprises parcel located in the approach to Runway 01 for an amount not to exceed \$9,000. Mr. Tennyson explained this request was a follow-up to the actions taken to approve a letter of intent relative to acquisition of an avigation easement over the Forest Enterprises parcel. He further explained that previous appraisals completed had now expired and they needed a current appraisal that could be used as an offer to acquire the necessary avigation easement to facilitate the proposed runway extension project. Mr. Tennyson noted that C&S Companies, Inc. was currently under contract with the County, but this would be an additional service which they intended to use County funds to advance and subsequently seek out reimbursing FAA grant funds.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

The next agenda item, Mr. Dubarry advised, included a request for a transfer of funds in the amount of \$3,000 to Capital Project No. H306.9550 280, Land Avigation Easement - Forest Enterprises Parcel, to cover the previously approved appraisal costs. Joan Sady, Clerk of the Board, interjected an increase to the aforementioned Capital Project was required, rather than a transfer of funds.

Motion was made by Mr. Conover, seconded by Mrs. Wood and carried unanimously to approve the request to increase Capital Project No. H306.9550 280, Land Avigation Easement - Forest Enterprises Parcel, in the amount of \$3,000 and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Dubarry stated that the next agenda item consisted of a request for a new contract with Lynstar, Inc. in the amount of \$2,595 to provide preventive and on-call remedial maintenance for the Airport gate access system.

Motion was made by Mrs. Wood, seconded by Mr. Taylor and carried unanimously to approve the previously

mentioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

The next two agenda items consisted of travel requests, Mr. Dubarry apprised, the first for Airport staff members Brian Gereau and Derrick Blackmer to attend Specialized Aircraft Firefighting Training, as required by FAR (Federal Aviation Regulation) Part 139, in Rochester, NY on April 11 - 12, 2012, and the second for himself to attend the Annual FAA Eastern Region Airport's Conference in Hershey, PA on April 2 - 4, 2012.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the travel requested for Biran Gereau and Derek Blackmer as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to approve out-of-State travel for Mr. Dubarry as outlined above and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mr. Dubarry concluded the agenda review with the Items of Interest section which included a notation on internet service at the Airport. He said that Rich Air had been in contact with Time Warner Cable to encourage them to provide broadband internet to the Airport for business purposes and to appropriately handle their band width needs and he would like to switch the internet provided for County business purposes to this carrier, as well. Mr. Dubarry explained the technology provided by the current internet provider, Hudson Valley Wireless Communications, was not very reliable and the band width was insufficient. In this case, he said, Time Warner Cable was willing to fund all installation costs for the service, and the monthly internet access fee would be only slightly higher than the current fee.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to authorize a change in internet service providers and a new contract with Time Warner Cable. *(Note: Subsequent to the meeting it was determined that pursuant to Resolution No. 375 of 2010, the Superintendent of Public Works was authorized to execute contracts up to \$20,000 provided that the Purchasing policy was followed.)*

There being no further Airport business to discuss, Mr. Bentley announced that the Committee would take a brief break before beginning the review of DPW business.

The Committee recessed from 11:35 a.m. to 11:47 a.m.

Upon reconvening, privilege of the floor was extended to Mr. Tennyson who distributed copies of the DPW agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Mr. Tennyson advised that agenda pages 1 - 3 consisted of charts outlining fuel usage for 2011 and he noted that at the close of the year, there had been \$8,409 remaining in the fuel budget. Continuing, Mr. Tennyson said that agenda page 4 included a report detailing totals for overtime incurred in all Public Works Divisions during the winter season for the last five years. He pointed out that the numbers reflected a reprieve for the month of December, but showed moderate usage for the month of January, even though there had not been much snowfall. Mr. Tennyson explained that this was because the DPW crews had to provide the same response to all winter weather events, regardless of accumulation totals.

Moving on to agenda page 5, Mr. Tennyson presented a request to authorize the Chairman of the Board to execute

various documents relating to the Dig Safely NY Program. He said that in the past, these issues had been addressed by the DPW Foreman who served as the main contact for the Program; however, he added, regulations had recently changed and they now required that the County Chairman execute the membership application and related documents. Mr. Tennyson stated that the DPW Foreman would still serve as the main contact, but all related documentation would need to be signed by the Chairman of the Board.

Motion was made by Mrs. Wood, seconded by Mr. Dickinson and carried unanimously to approve the previously noted request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson announced that agenda page 10 included a request for a new contract with Northeast Petroleum Technologies, Inc. for fire suppression system inspection and services for fueling sites throughout the County. He noted that Northeast Petroleum had won the last bid for these services and were familiar with the needs of the County; he added that the current contract would be for a one-year term and would be extendable for two additional one-year terms.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Agenda page 15, Mr. Tennyson stated, consisted of a request for a new contract with Clark Patterson Lee to provide professional engineering services relative to periodic civil/site, architectural, mechanical, HVAC (heating, ventilation and air conditioning), and electrical projects that could not be completed by County staff. He advised that Clark Patterson Lee had held the expiring contract and noted that, once again, the new contract would include a one-year term which was extendable for two additional one-year terms.

Motion was made by Mr. Dickinson, seconded by Mrs. Wood and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson advised that the next two agenda items would have been addressed by the County Facilities Committee, if a meeting had been held. He said the first item, included on agenda page 20, referred to a request to reject all of the proposals received in connection with bid WC 43-11, Modernization of Elevators, as the bid specifications were not met by the contractor submission; he added that the bid documents would be revised to clarify all of the necessary caveats and re-issued. Mr. Tennyson noted that the second item consisted of a request for a new contract with Barrier Free Elevators for routine elevator maintenance for Warren County facilities. He advised the contract would be for one year but would include terms allowing it to be extended for two additional one-year terms.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to approve the request to reject the proposals received in connection with bid WC 43-11, Modernization of Elevators, and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Motion was made by Mr. Conover, seconded by Mrs. Fraiser and carried unanimously to approve the request for a new contract with Barrier Free Elevators and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Continuing, Mr. Tennyson directed the committee members to agenda page 26 which included a request for a new contract with Hour Electric Co. Inc. for periodic electrical repair, installation and upgrade services at County facilities. He said that a considerable amount of the electrical work required for the County buildings was provided by County staff and this contract would cover those things that could not be done. Mr. Tennyson advised that Hour Electric had held this contract for the past three years and provided excellent service. Once again, he noted, the contract would include a one-year term with provisions for two one-year extensions.

Motion was made by Mr. Taylor, seconded by Mrs. Wood and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson introduced Kevin Hajos, Deputy Superintendent of Public Works, to address the Project Update section of the agenda, which he proceeded to do as follows:

- Palisades Road over the Brant Lake Inlet Bridge Project - Mr. Hajos noted that a portion of the Initial Project Proposal/Final Design Report for this Project was included in the agenda packet beginning on page 32. He explained that the rehabilitation planned would address significant scour damage on the abutments and wing walls of both sides of the bridge by de-watering the existing stream, removing any deteriorated concrete within the structure, install new steel reinforcement and pour new concrete.
- Lanfear Road over Stony Creek Bridge Rehabilitation - A portion of the Initial Project Proposal/Final Design Report for this project was also included in the agenda packet, beginning on page 38, Mr. Hajos apprised. He stated that this was a steel girder bridge covered with asbestos paint and a portion of the Project would include mitigation to remove the asbestos and re-paint the structure, as well as to provide for some minor seal repairs.

Mr. Hajos noted that they would submit the plans for both of the previously mentioned Projects to NYSDOT (New York State Department of Transportation) for design approval later that day and expected bid documents to be released for the bridge work in March, and awarded to the lowest responsible bidder in April. *Copies of the complete design reports for both projects were provided and are on file with the minutes.*

- Hicks Road Reconstruction - Mr. Hajos apprised that a public information meeting had been held on January 25th relative to this reconstruction project. He said the project was well received by the residents and their next step would be to complete and submit the Project Design Report for NYSDOT approval, which they expected to do within the following month. Mr. Hajos noted that there was one small ROW issue to be addressed on the corner of Ridge and Hicks Roads where truck traffic had been driving over property that was not owned by either the State or the County. In order to rectify this matter and allow proper truck turning radius, he said they proposed to take a very small portion of the property. Mr. Tennyson stated that the related plans, specifications and estimates would be submitted to NYSDOT for approval which they hoped to receive by late fall/early winter, allowing construction to begin in the spring of 2013.
- Beach Road Reconstruction Project - Mr. Hajos advised the plans and specifications for the Project would be forwarded to NYSDOT for final approvals later that day and he said they did not expect to receive many return comments as NYSDOT had previously reviewed them. He added that they planned to release bids for the project in the end of February and award the contract to the lowest responsible bidder by the end of March.

In response to Mr. Dickinson's inquiry relative to the anticipated construction term for the Beach Road Reconstruction Project, Mr. Hajos advised that they expected it to be an 18 to 24 month project. Mr. Tennyson

interjected that they intended for the majority of the reconstruction work to be done during the spring and fall seasons so as not to disrupt the summer tourist season. He said the chosen contractor would begin the work during the spring and would be shifted from the Canada Street end of Beach Road to the State Route 9L end, where there would be less impact to the area businesses, with work on the Canada Street end to resume in the fall. Mr. Tennyson explained that although the project would not typically extend for the duration projected, there would be some delays due to their efforts to minimize traffic delays and congestion resulting from the road work during the summer season.

A brief discussion ensued during which Mr. Tennyson provided a short history on the Beach Road Construction Project, including the porous pavement and drainage facilities to be included.

Resuming the agenda review, Mr. Tennyson directed the Committee members to agenda page 47, which included a request to amend the existing NYSDOT grant in the amount of \$988,284 to include Supplemental Agreement #5 for the Corinth Road Reconstruction Project to cover costs for additional construction inspection and incidental right-of-way expenses. He advised that this would likely be the last supplemental agreement received for the Corinth Road Project as the construction had been completed during the prior fall season; however, he added, it was not unheard of for discrepancies to arise during the final closeout process, necessitating additional supplemental agreements to rectify them. Mr. Tennyson said if this occurred, the associated amounts would be relatively minor.

Motion was made by Mrs. Wood, seconded by Mr. Dickinson and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson announced that agenda page 54 included a request to amend the existing contract with Clough Harbour and Associates, LLP for an amount not to exceed \$205,000 for additional construction inspection and ROW work associated with eminent domain proceedings and changes in field conditions for the Corinth Road Project. He explained that a portion of the additional costs were attributed to work completed for the Town of Queensbury, who would submit their share, and the remainder was eligible for reimbursement under the NYSDOT grant previously discussed.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the request to amend the existing contract with Clough Harbour and Associates, LLP as outlined above and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Hajos advised that agenda page 57 reflected a request to authorize the closure of various capital and capital reserve projects, return the remaining monies to the source of funding and authorizing the County Treasurer to amend the County Budget accordingly; he added that agenda page 58 included a listing of the capital projects to be closed.

Motion was made by Mrs. Wood, seconded by Mr. Dickinson and carried unanimously to approve the request to close various capital and capital reserve projects and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Agenda page 59, Mr. Hajos noted, consisted of a request to increase Capital Project No. H199.9550 280, Corinth Road Reconstruction, in the amount of \$988,284 to reflect the receipt of NYSDOT grant funding.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the previously

mentioned request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Hajos said the next item, included on agenda page 60, was a request to establish Capital Project No. H331.9550 280, County Bridge Projects, in the amount of \$150,000 using monies from the capital reserve projects closed in the prior request. Mr. Tennyson apprised that they had an ongoing bridge work program which had previously received \$250,000 annually, but during the 2012 Budget process, they had been asked to reduce the amount contributed to \$150,000, which they had done based on the intent to close Capital Reserve Projects with remaining funds that could be transferred. He explained that the bridge work completed under this program included minor repair work that could be done in-house with minimal contractor support; he added that most of the funding expended was attributed to materials costs.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request to establish Capital Project No. H331.9550 280, County Bridge Projects, in the amount of \$150,000 and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Moving on to agenda page 61, Mr. Hajos presented a request to increase Capital Project No. H321.9550 280, Lanfear Road Bridge, in the amount of \$5,500 to include the 5% Local Share costs anticipated for project construction and construction inspection services.

Motion was made by Mr. Dickinson, seconded by Mrs. Wood and carried unanimously to approve the previously mentioned request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Hajos advised that agenda page 62 included a request to increase Capital Project No. H322.9550 280, Palisades Road over Brant Lake Inlet Bridge, in the amount of \$7,100 to include the 5% Local Share costs anticipated for project construction and construction inspection services.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Proceeding to agenda page 64, Mr. Hajos noted a request to increase Capital Project No. H277.9550 280, Beach Road Reconstruction, in the amount of \$61,140.47 to include the 5% Local Share costs anticipated for project construction and construction inspection services.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Tennyson apprised that a request to amend the County Budget in the amount of \$4,000 to reflect the part-time salary of the Sewer Administrator for 2012 was included on agenda page 64. He noted that when the 2012 Budget was prepared, they had been unsure as to whether this position would be necessary in 2012 and had not included funding for it; however, he said, they had subsequently determined that the Sewer Administrator position would be necessary to close out the Sewer Project in 2012. Mr. Tennyson stated that salary costs associated with the position were grant eligible. He pointed out that following the resolution request form, the agenda included a listing of the remaining work necessary to complete close-out of the Sewer Project, which appeared to be only the actual close-out work. Additionally, he said the agenda included a copy of the draft letter to the USEPA (United States Environmental Protection Agency) as prepared by William Lamy, Sewer Administrator, to update and finalize USEPA documentation on the Project. Mr. Tennyson advised that as per the indication provided by Mr. Lamy, approximately 50 work hours would be needed to complete the close out process and those costs would be covered

under the \$4,000 budget amendment requested.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request to amend the County Budget and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Continuing, Mr. Tennyson advised that agenda page 69 included a request to authorize agreements between Warren County and the various municipalities located within the County for temporary storage of municipal equipment, vehicles and materials at each others facilities. He explained that a request had been received from the Town of Warrensburg for vehicle storage and although the space was available, they had found that the existing agreements did not accommodate the request by providing coverage for equipment that could be potentially damaged or destroyed. In discussing the matter with Mr. Auffredou, Mr. Tennyson said he had been advised that the best way to resolve this issue would be with a separate agreement.

Motion was made by Mr. Taylor, seconded by Mr. Conover and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson said agenda page 70 referred to a request to authorize conveyance of a portion of West Brook Road, and the associated lands, for County purposes other than highway use in order to construct the proposed municipal parking lot. Mr. Auffredou explained the County would essentially be conveying the property to itself to remove the parcel from the County highway ROW and make it a separate parcel that could be used for other purposes. He stated that they would not be abandoning the property, but rather retaining ownership and providing an alternate designation in order to facilitate the proposed parking lot construction.

Motion was made by Mr. Dickinson, seconded by Mrs. Wood and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Discussion ensued, during which Mr. Tennyson provided a brief overview of the plans for the parking lot construction.

Skipping ahead to agenda page 74, Mr. Tennyson presented a request to authorize conveyance of Town of Lake George Tax Map Parcel No. 277.1-1-16 and -17 to resident Daniel Ellsworth for the sum of \$2,100. He said Mr. Ellsworth owned the property adjoining this estimated 2.5 acre parcel which consisted of a gravel roadbed that had apparently been a County road in the past. Upon confirming that the County actually owned the parcel, Mr. Tennyson said an appraisal value of \$2,100 had been assigned by the Real Property Tax Services Department. He concluded that the property was not used for highway purposes and the only potential use anticipated was to access the nearby Warren County Bikeway; he added that Mr. Ellsworth had agreed to grant the County use of the property for maintenance and emergency access to the Bikeway as part of the purchase agreement.

The Committee reviewed a map of the area which outlined the parcels in question. *A copy of this map is on file with the minutes.*

In response to concerns that other adjoining property owners might not be assured continued use of the roadbed if the property was conveyed, Mr. Auffredou advised that he did not believe Mr. Ellsworth would have any issue with allowing this use and such provisions could be included in the conveyance agreement.

Following further discussion on the matter, motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to authorize the conveyance of Town of Lake George Tax Map Parcel Nos. 277.4-1-16 and -17 to Daniel Ellsworth for the sum of \$2,100, provided that current use by adjoining property owners was preserved, and the necessary resolution was approved for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson noted that agenda page 78 included a similar request to authorize conveyance of Village of Lake George Tax Map Parcel No. 251.10-3-43, located directly in front of Luigi's Restaurant, to Ivano and Josephine LaReginas for the sum of \$5,500 which was to be split evenly with the Village of Lake George. He explained that because neither the County or the Village could clearly determine which municipality owned the property in question, they had decided to approve the conveyance and split the revenues received. Mr. Auffredou interjected that when the State realigned Route 9 in 1965 they had abandoned the parcel to the Village of Lake George and turned over all maintenance responsibilities. At that point and since, he said, the property had been mowed and maintained by the Restaurant owners, leading the LaReginas to contact the State with respect to purchasing the property and the State had responded that they no longer had an interest in the property as it had been abandoned to the Village and was possibly now owned by the County. Based upon the research performed, Mr. Auffredou said they were unable to determine whether the Village or County held ownership of the property and in conferring with the Attorney for the Village of Lake George, an agreement had been reached to sell the property and split the proceeds. He advised that the Real Property Tax Services Department had reviewed a previous appraisal value assigned and agreed that the \$5,500 value attached was appropriate. In order to forward the acquisition process, Mr. Auffredou said both the County and Village could issue quit claim deeds for the parcel; he added that the Village's attorney was in agreement with this procedure.

Motion was made by Mr. Dickinson, seconded by Mr. Conover and carried unanimously to approve request as outlined above and he necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Tennyson stated that agenda page 84 included a request to authorize two DPW staff to attend Paver Screed Operation and Adjustment Training in Chambersburg, PA on February 13 - 16, 2012. He noted that Greg Bolton, Paving Foreman, had been sent to this training session a few years ago and had returned with a lot of useful information. Mr. Tennyson advised that he intended to send Mr. Bolton to the training, once again, as well as the backup Paving Foreman; however, he said, they were currently in the process of reorganizing the Department and he did not know who that person would be. He concluded that funding was available within the existing budget to support the travel costs.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to approve the request for out-of-State travel for two DPW staff and the necessary resolution was authorized for the February 17th Board meeting. *A copy of the request is on file with the minutes.*

The next agenda item, Mr. Tennyson said, referred to potential changes in the structure of the Public Works Committee. He said that because there was not usually much business to discuss, meetings of the County Facilities Committee were frequently cancelled in favor of presenting items at the Public Works Committee meeting. Mr. Tennyson stated that subsequent to discussions with Chairman Stec, Mrs. Sady and Mr. Bentley, he would recommend moving one of the Divisions included under the Public Works Committee to the County Facilities Committee in order to lessen the length of the Public Works Committee meetings and ensure that the County Facilities Committee met on a more regular basis; he added that the best option would likely be to move the discussion of Airport business to the County Facilities Committee.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to amend the rules of the Board to move the Airport Division from the Public Works Committee to the County Facilities Committee and the necessary resolution was authorized for the February 17th Board meeting.

Returning to agenda pages 71 and 72, Mr. Tennyson presented two requests for transfers of funds as follows:

- Page 71 - Request for transfer of funds between various codes to correct over-budgeting in project costs that resulted from mis-posting of expenses in 2011; and
- Page 72 - Request for transfer of funds in the amount of \$28,088.45 to correct a budgeting error and allow for funding of 2012 Workers' Compensation costs.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds between various codes to correct over-budgeting as noted above and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds in the amount of \$28,088.45 to correct a budgeting error and allow payment for 2012 Workers' Compensation costs and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Tennyson announced that the final agenda item consisted of a request for an executive session to discuss the employment history of a particular person and matters leading to discipline, as well as the possible promotion of particular employees.

Mr. Auffredou cautioned that they could enter into executive session to discuss matters pertaining to a particular person, but could not discuss the details of the Departmental reorganization in the executive session.

Motion was made by Mrs. Wood, seconded by Mr. Dickinson and carried unanimously to enter into executive session to discuss the employment history of a particular person and matters leading to discipline, as well as the possible promotion of a particular employees, pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 12:45 p.m. - 1:59 p.m.

Upon reconvening, Mr. Bentley noted that no action had been taken during the executive session.

There being no further business to discuss, on motion made by Mr. Mason and seconded by Mrs. Wood, Mr. Bentley adjourned the meeting of the Public Works Committee.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist